

NATCA INTERNSHIP PROGRAM OUTLINE

The following outline explains the objectives, duration, supervision and work assignments, eligibility requirements, recruitment, application, selection, compensation and performance evaluations for the NATCA Internship Program.

Overview: The NATCA Internship Program (the “Program”) is a purposely designed experience for college students who are interested in the field of aviation and working for a labor organization that represents employees in the aviation industry, including air traffic controllers, engineers, and other safety-related professionals. The Program offers interns with a practical work experience with the National Air Traffic Controllers Association (“NATCA”), a leading institution in the aviation industry and organized labor.

Objectives: NATCA believes that it has a responsibility to mentor students who are personally and professionally interested in aviation and the labor movement. To this end, the Program provides interns with a hands-on experience in the aviation industry and working for a labor organization that represents aviation-related professionals. NATCA is committed to making this experience worthwhile and educational for each intern who participates in the Program. Through the Program, NATCA endeavors to offer each intern with the opportunity to: experience the day-to-day business operations of a labor organization; experience and participate in a dynamic work environment; understand the responsibilities of being part of a team; understand the demands and interactions in a member-focused organization; contribute to the research and development of ongoing projects; and participate in various outreach programs and special events.

Duration: The Program offers students the opportunity to intern for NATCA during the fall, spring and summer semesters at NATCA National Headquarters in Washington, D.C. Under the Program, one student will be selected to intern per semester. NATCA, at its sole discretion, may decline to offer the Program during any given semester. Internships will last for no longer than 90 days during any given semester. The Program can be tailored to be part or full-time depending upon NATCA’s particular business needs and/or if the intern is required to work a set number of hours in order to receive course credit at their particular institution.

Supervision and Work Assignments: The interns will be directly supervised by the NATCA Office Manager. As assigned by the Office Manager, the interns will be given work assignments with various internal NATCA departments, including, but not limited to: the Executive Office, Communications, Government Affairs, Membership, and Outreach and Special Events. During such work assignments, the interns will report to the NATCA Director to whom they are temporarily assigned and the Director will provide periodic reports to the Office Manager of the intern’s progress in completing the work assignment and the department’s need for their continued assistance, if any. Every effort will be made to give interns work assignments in various departments in order to provide them with unique and varied experiences.

Eligibility Requirements: In order to be eligible to participate in the Program, an applicant must be presently enrolled as a student at an accredited university or college. Consideration will be given to students enrolled in CTI programs, but such enrollment will not guarantee selection. All eligible students with an interest in aviation and the labor movement are encouraged to apply to the Program and will be given full and fair consideration for selection. As fully explained below, the successful applicant will be chosen based on a variety of factors and not solely on their enrollment in a CTI program.

Recruitment: Candidates will be recruited from accredited universities and colleges. As such, NATCA will notify various universities and colleges of the Program, including, but not limited to, those institutions offering CTI programs.

Application: Interested students meeting the eligibility requirements described above may apply for consideration for an intern appointment. In order to apply, interested students must submit a *NATCA Internship Program Application*, which includes: (1) an internship questionnaire; (2) a current resume that includes educational and work experiences with dates; (3) a letter of recommendation; and (4) an essay (maximum of 1,000 words in total for all questions) which answers the following questions: (i) Why are you applying to the Program?; (ii) What skills would you like to attain and/or improve upon through your participation in the Program?; and (iii) How you believe your participation in the Program will help you achieve a future personal and/or professional goal? Applications must be submitted to the NATCA Office Manager for consideration.

Selection: The NATCA Officer Manager will forward all applications received to the NATCA General Counsel for evaluation. The General Counsel will review the applications and select those deemed superior for consideration by the NATCA President and Executive Vice President. The President and Executive Vice President will make the final determination of the candidate selected for the intern position. Candidates may be asked to participate in a telephone interview prior to the final determination.

Selection is based solely on the qualifications of the candidate, including academic performance, professional presentation, qualifications and experience, and writing and computer skills. The Office Manager will notify each candidate of the candidate's selection or non-selection as soon as possible. The selected candidate must accept or decline the intern appointment in writing within ten (10) days of the selection notification. This confirmation can be in the form of an email addressed to the Office Manager. An offer of an internship does not constitute an offer by NATCA for a future, permanent position with the organization.

Compensation: Interns will be compensated at an hourly rate of \$15.00 per hour worked. Interns are not eligible for the accrual of benefits, including, but not limited to, health insurance, annual leave and sick leave.

Performance Evaluations: At the conclusion of their internship, the intern will receive a written performance evaluation. The performance evaluation will be compiled by the NATCA Office Manager and will consist of feedback provided by each NATCA Director for whom the intern worked during the semester as well as an evaluation provided by the Office Manager.